

Subject: **MAF Subcontract Template Alert**
Date: November 27, 2007
From: Jamie Woodlief
To: *Partnership* More at Four Administrators, More at Four Program Contacts,
More at Four Fiscal Contacts

Alert!!!!

The Contractor must execute subcontracts with providers of More at Four services (6 to 6 ½ hr day for slots) not under its auspices.

First, determination must be made as to which subcontract template to use. Responses to the following questions will assist in this determination:

1. Is the amount paid to the provider for a filled slot supported with More at Four funds only? – if yes - then use the subcontract template titled "**Subcontract Template without Smart Start Funds**".
2. Is the amount paid to the provider for a filled slot supported with a combination of More at Four funds and Smart Start funds? – if yes - then use the subcontract template titled "**Subcontract Template with Smart Start Funds**".

Both templates can be found on the Office of School Readiness website.

<http://www.osr.nc.gov/MoreFour/forms.asp>.

In October, NCPC approved the correct subcontract template, **Subcontract Template with Smart Start Funds** and updated their website to include it.

Note: If you used the original NCPC "Purchase of Services" contract template for More at Four services you will need to amend your contract as soon as possible.

Please review your subcontracts to ensure that the correct template was used. If you find the incorrect template was used, please amend the contract immediately.

Please contact Susan Blackard at 919-981-5346 or susan.blackard@ncmail.net if you have any questions.
